



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
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NOTICE TO COMPLY - CA 3901291 1012 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Boston Reed College	Institution Telephone:	707-307-5000
Institution Code:	3901291	Administrator Name:	Dana Bernard
Street Address:	2799 Napa Valley Corporate Dr. Napa, CA 94558	Date of Inspection:	10/8/12; 10/10/12; 10/11/12

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
§94902 - General Enrollment Requirements.	(a) Enrollment agreement not signed by students and a school official. Email confirmation is not acceptable for secure electronic signature.
§94902 - General Enrollment Requirements.	(b)(3) Initialed, signed and dated fact sheet was not contained in student files.
§94904 - Ability to Benefit Students.	School does not require ATB students to take and pass an independently administered ATB exam from the list of examinations prescribed by the US DOE.
§94909 - Minimum Requirements for School Catalog.	(a)(8)(A): Catalog missing admissions policies, admissions requirements for ability-to-benefit students.
§94909 - Minimum Requirements for School Catalog.	(a)(15) Transferability disclosure required to be in Enrollment agreement just as in catalog.
§94911 - Minimum Requirements for Enrollment Agreement.	(h) Transferability disclosure in enrollment agreement missing date required to be in parentheses specific to institution.
§94911 - Minimum Requirements for Enrollment Agreement.	(i)(1): Specific language for required paragraph regarding reviewing, initialing and signing Fact Sheet not verbatim.
§94912 - Signature, Initials Required.	Fact sheet not signed, initialed and dated by the student and signed and dated by a member of the institution.
§94897 - Prohibited Business Practices.	(i)(1)(2) Transcript must remove reference to being authorized agent of partner school, and in site reference cannot in any way imply that they are affiliated with any public institution. Site location on transcript must remove any verbiage implying collaboration or affiliation with public partner school.

Code of Regulations	Subsection and Description
§71660 - Notification of Non-Substantive Changes	School is operating a satellite location without confirmation of notification of non-substantive change. Satellite Location: 711 Coddington Center, Santa Rosa
§71770 - Admissions Standards and Transferred Credits Policy.	(a)(1) School did not require a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code for admissions.

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Inspector's Initial: *JB*

Administrator's Initial: *DB*

§71800 - Enrollment Agreement.	(e)(1) Tuition not itemized on enrollment agreement. (e)(12) Administrative Fee not itemized on enrollment agreement.
§71920 - Student Records	(b)(1)(A): Verification of high school diploma or equivalency or ATB test was not contained in student files.
§71920 - Student Records	(b)(5)(E): Transcript missing website address of school.
§71920 - Student Records	(b)(10) Refund documentation in student files missing information specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.
§76215 - Student Tuition Recovery Fund Disclosures.	(a) Required STRF verbatim disclosure is not correct in enrollment agreement.

Only minor violations are listed on the Notice to Comply.

☒ If this box is checked additional material violations have been found and will be forwarded to Enforcement for further review.

Inspector's Name	Jan Joy
Inspector's Signature	<i>Jan Joy</i>
Institution Administrator Name/Title:	Dana Bernard
Institution Administrator's Signature:	<i>Dana Bernard - President</i>

Education Code can be located at: http://www.bppe.ca.gov/lawsregs/ppe_act.shtml

Code of Regulations can be located at: <http://www.bppe.ca.gov/lawsregs/regs.shtml>

Notice to Comply -

Inspector's Initial: *JJ*

Administrator's Initial: *DB*

RETURN THIS FORM WITHIN THE SPECIFIED TIME FRAME WITH EITHER: 1) VERIFICATION OF COMPLIANCE OR 2) A NOTICE OF DISAGREEMENT

IMPORTANT COMPLIANCE NOTICE

California Education Code §94935 and California Code of Regulations §75010 provide that the Bureau for Private Postsecondary Education (Bureau) shall issue a Notice to Comply for minor violations detected during a compliance inspection by the Bureau.

By no later than 30 days from the date of the inspection, you must either: 1) Remedy the noncompliance item(s), sign the below declaration and submit this form to the Bureau, along with documentation describing how compliance was achieved; or 2) File with the Bureau a written notice of disagreement, specifying the minor violation(s) described in the Notice to Comply with which you disagree, and appealing it by requesting an informal office conference. If a written notice of disagreement is not timely filed with the Bureau, the right to appeal is deemed to have been waived.

Failure to timely remedy the noncompliance item(s) or file a written request for an informal office conference may result in the Bureau taking administrative enforcement action.

Due 11/10/12

DECLARATION


Attached to this document is a list describing how compliance was achieved for each violation and supporting documentation. I declare under penalty of perjury that all violations identified in this Notice to Comply are corrected as described in the attachment.

Signature

Date

Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY

Notice to Comply -
Inspector's Initial: 
Administrator's Initial: 